New Grad Online Registration Guide

Purpose:

This Guide provides helpful information and screen shots to assist with using the online system for the COTM Initial Registration.

COTM Registration Process Steps

Section 1: Contact COTM

Section 2: Complete the Initial Application Contact

Section 3: Login Information

Section 4: Logging into Member Portal

Section 5: Uploading Documents

Section 6: Invoice

Section 7: Finalizing Registration

Section 8: COTM Member Area

Section 1: Contact COTM

When you are ready to begin your registration you will need to contact COTM at registration@cotm.ca. COTM will get back to you via email providing you with a link that will bring you to Step 2

Section 2: Complete the Initial Application Contact

Once you receive the email from COTM, following the link will bring you to the Initial Application two -step process.

Step 1

In Step 1 you will be required to complete your contact information and the type of application that you are applying for

You must fill in all the required information:

1. First name

2. Last name

3. Email

4. Phone

5. Mobile

6. Application Type – **The application type for new grades will be Regular**

7. Address

Once you have completed all required fields press continue to proceed to Step 2.

Step 2

In Step 2 you are required to complete your OT Education information.

Click on the + sign on the right hand side to add a new record. The following screen will pop up.

Add/edit education

Institution *

[⌄]
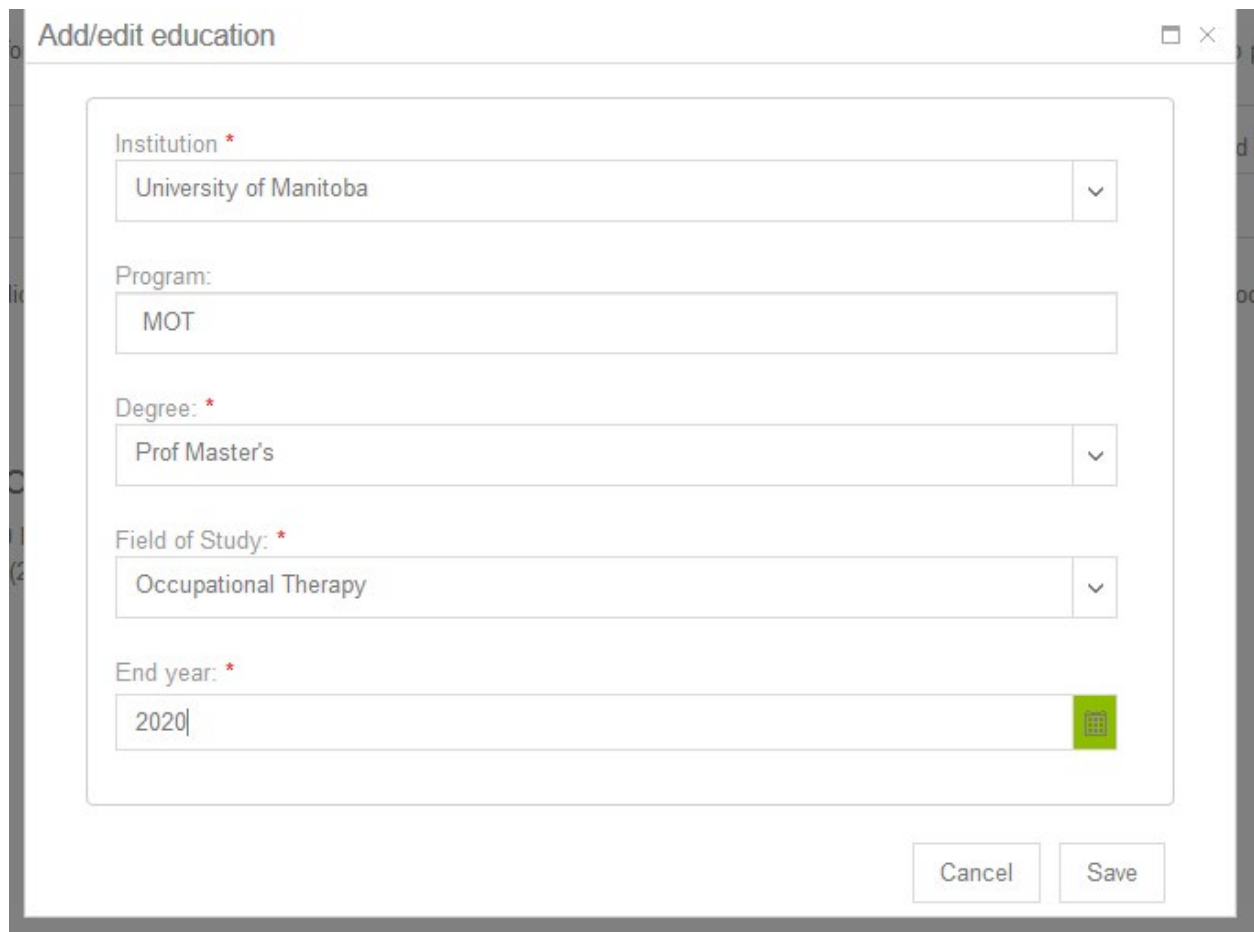
Program:

[   ]

Degree: *

[⌄]

Field of Study: *

[⌄]

End year: *

[🗓]

Cancel   Save

You must fill in the following fields using the drops down menus:

1. Institution

2. Degree

3. Field of Study

4. End Year

Under the program field, type in the name of you OT program. There is no drop down menu for this field.

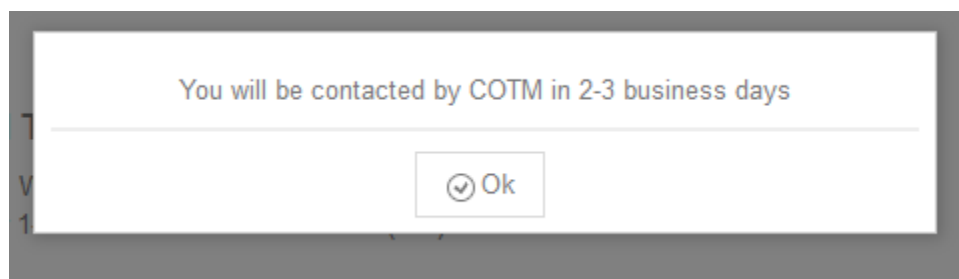Here is an example of a completed Education section. Your information may vary.

After you have completed hit save and it will take you back to the previous screen but you will see your education listed. You can then hit save and you will receive the message below.

Section 4: Login Information

After you have submitted you information you will receive an email from **COTM Admin.** This email will contain your user name and temporary password to login to the COTM Member Area. An example or the email is below.

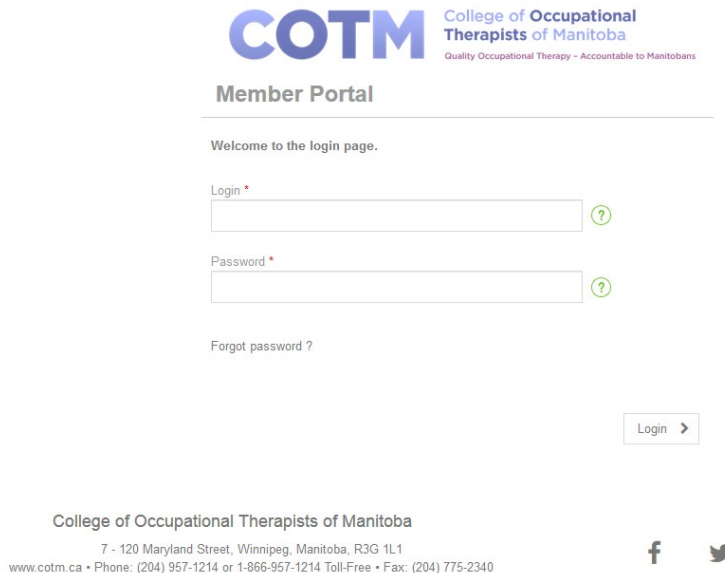Hello Carmen Funk,

Your account has been created successfully.

Your login: 29694
Your password: nZfwhAO2

The link to login will be provided to you in an email once COTM has reviewed your initial information.

Step 4: Logging into Member Portal

After COTM has reviewed your initial information you will receive an email from COTM indicating that you can begin to upload your documents and providing the link to the login page.

COTM College of **Occupational**
Therapists of Manitoba
Quality Occupational Therapy – Accountable to Manitobans

Member Portal

Welcome to the login page.

Login *

Password *

Forgot password ?

Login >

College of Occupational Therapists of Manitoba
7 - 120 Maryland Street, Winnipeg, Manitoba, R3G 1L1
www.cotm.ca • Phone: (204) 957-1214 or 1-866-957-1214 Toll-Free • Fax: (204) 775-2340

Enter your login information that was sent to you via email as outlined in Step 3. After your login is successful you the following home screen will open.

Welcome

Welcome to the COTM Member Portal. The Portal allows you to update your Member Profile at any time during the year and to keep track of your CCP requirements.

The tabs starting on the left of the navigation bar open to sections of your profile information. You can update this information at any time that a change occurs.

Every year when Renewal opens, a new tab on the right hand side of the navigation bar allows members to complete their Renewal and pay the Renewal fee online.

FOR RENEWAL RECEIPT AND MEMBER CARDS: GO TO THE REGISTRATION TAB AND CLICK ON "RENEWAL HISTORY".

College of Occupational Therapists of Manitoba

7 - 120 Maryland Street, Winnipeg, Manitoba, R3G 1L1
www.cotm.ca • Phone: (204) 957-1214 or 1-866-957-1214 Toll-Free • Fax: (204) 775-2340

Section 5: Uploading Documents

When you are ready to begin to upload your documents from the home screen you will select the Attachment selection on the left hand side of the screen. The Registration Documentation Screen will open listing all of your required documents.

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Therapists of Manitoba
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Carmen Funk -   Help   Disconnect   default

Attachment   Committee

Registration documentation

This form allows you to attach copies of required documents for your application. (To upload a document, double-click on the line).

	Document	Attachment	Document status	Status Date
▷	Photo ID (source: Applicant)			6/2/2020
▷	Criminal record check (source Applicant unless sent directly to COTM)			6/2/2020
▷	Prior degree (non-occupational therapy) (source: Applicant)			6/2/2020
▷	Professional liability insurance source: Applicant)			6/2/2020
▷	CAOT Confirmation Email (re:NOTCE) (source: Applicant)			6/2/2020
▷	Initial Application Form (source: Applicant)			6/2/2020
▷	Supervision Confirmation Form (source: Applicant)			6/2/2020
▷	Letter from University (source: 3rd party			6/2/2020
▷	Confirmation of Transcript Order (source: Applicant)			6/2/2020

College of Occupational Therapists of Manitoba

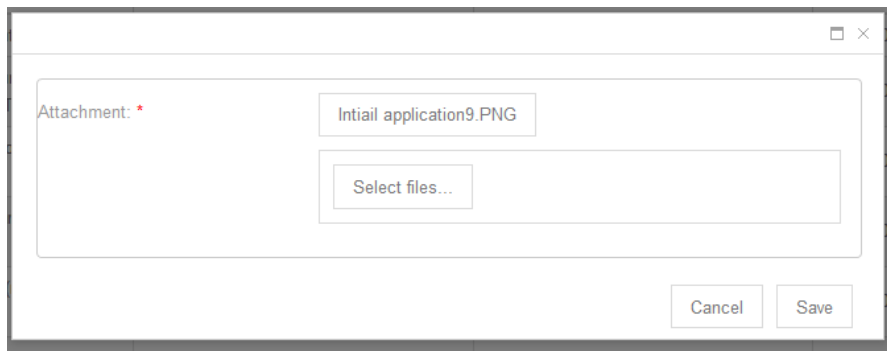7 - 120 Maryland Street, Winnipeg, Manitoba, R3G 1L1

To begin uploading your document select the document that you would like to upload and press the arrow in the first column.

The following screen will open

Press the Select File button to locate the document on your computer.

After you have selected your file, press save to close this screen and proceed with upload all remaining required documents in the same way.
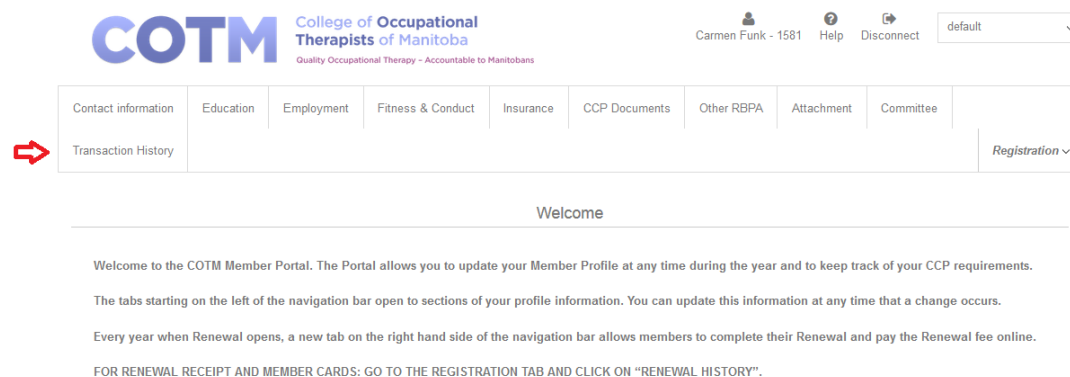
The following documents will be required for upload

1. Initial Application form – Found on the COTM website
2. Photo ID
3. Criminal Record Check – applicant to upload unless sent directly to COTM
4. Prior Degree (non-occupational therapy)
5. Professional Liability Insurance
6. CAOT Confirmation Email (re NOTCE)
7. Confirmation of Transcript Order
8. Supervision Confirmation From
9. Letter from the University – sent directly to COTM.

Once all of your documents have been uploaded COTM will review and finalize your registration.

Section 6: Invoice

Once COTM has completed the review of your registration documents you will be able to log back into the Member Portal to pay your invoice.

From the home screen select Transaction History. This will provide you with a list of invoices.

Select the Pay button for the invoice that you want to pay and complete the required credit card information.

Section 7: Finalizing Registration

After COTM has received notification of your paid invoice, your registration will be finalized. You will receive an email containing the following:

1. Letter confirming your registration and outstanding requirements (i.e.: NOTCE)
2. Consent form that you will need to read and return to COTM
3. Employment Statics Form that will need to be completed and returned to COTM
4. The email will also contain information about logging into the COTM Member Area of the website (discussed in Section 8)

Once you receive this information you will be able to log into your member portal and print of a copy of your card and receipt. You will be able to access these under Renewal History
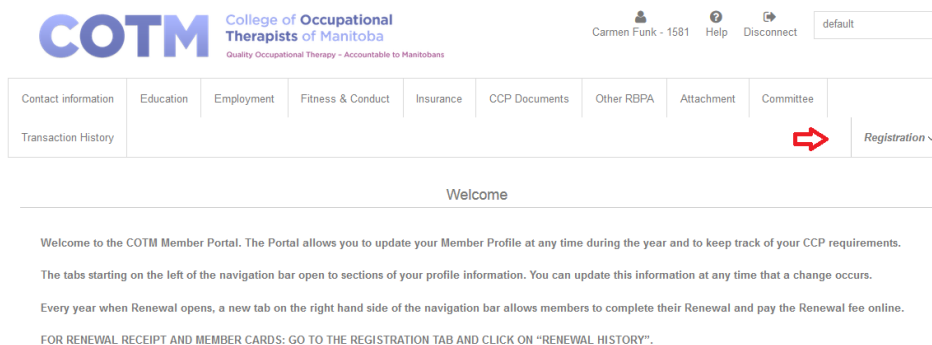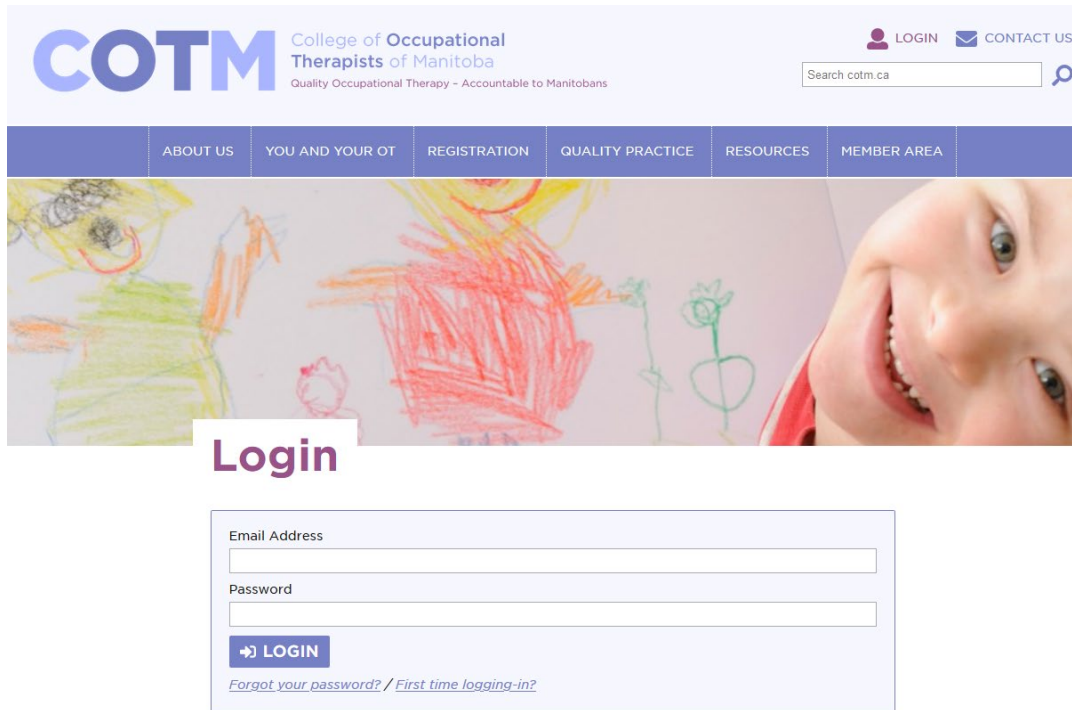
Section 8: Member Area of Website

When you receive your email confirming your registration with COTM it will contain information about logging into the COTM Member Area of the website.

From the COTM homepage, you will select the Member Area.
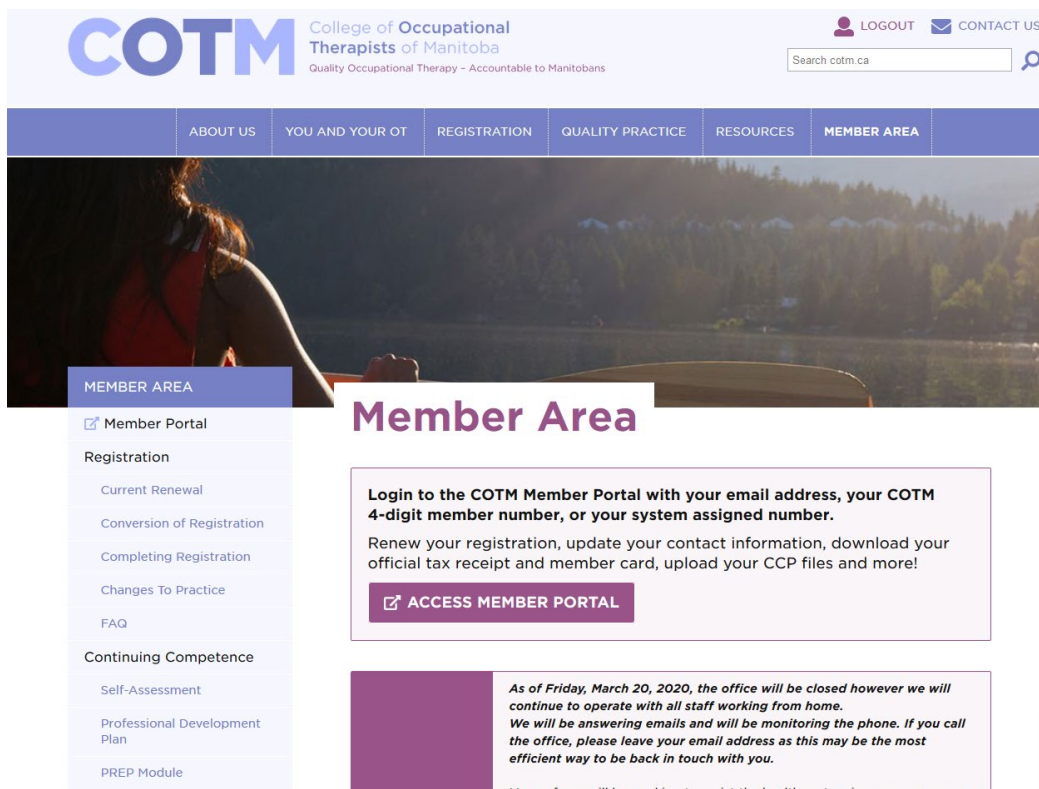
The following screen will open.

For your first login to the Member Area enter your email address and select forgot my password. This will allow you to set up a new password.

Once you have completed your password setup you are now able to access all of the information and documents that COTM has available for their members.